

# Waterford Heritage Days – July 19, 20 and 21, 2019

## Food Vendor Application

Please read the WATERFORD HERITAGE DAYS FOOD VENDOR RULES & REGULATIONS before completing this application.

*Note: Submission of application does not guarantee acceptance. You will be notified by email of your acceptance. Food vendor spaces are available to non-profit school and booster organizations, churches or other non-profits only.*

Contact Name: \_\_\_\_\_

Group or Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

PA State Tax Number (required) \_\_\_\_\_  Check here if application is pending. See "Sales Tax Rules" for info.

Non-Profit ID # \_\_\_\_\_

Please provide a complete listing of the foods that you will be offering for sale. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Menus must be approved by the committee. No two vendors will be permitted to offer the same main menu items. Once you have submitted your menu and have been approved, you may not change your menu without prior approval from the committee.

Please specify any special needs: \_\_\_\_\_

Car/Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Tag Number/State: \_\_\_\_\_

**Spaces are 12' x 20' - Fee \$200, which includes: electric, tables and chairs for customers and garbage removal.**

Number of Spaces Requested: \_\_\_\_\_ (Note: If your frontage is wider than 12', you will need 2 spaces.)

Spaces are limited and requests exceeding 2 may be rejected. Your fees will be due and payable upon acceptance.

**Please return this completed form by May 1st.**

**Include:** Completed and signed application and a large, self-addressed, stamped envelope to receive your jury notification and food safety pamphlet if you haven't provided and email address. Parking passes will be handed out Friday.

**Waiver:** By submitting an application to this show, I acknowledge that property is brought to the show at my own risk. I also realize that there is possible risk of injury to myself while participating in the event. I agree to assume the risk of injury that I may suffer while involved in this event, and agree not to hold the Borough of Waterford and its officers, officials, and agents, Waterford Heritage Days Committee and its organizers, volunteers and agents, Fort LeBoeuf Historical Society and its officers, officials and agents, or event sponsors liable for any injuries that I may suffer or for property loss or damage of any kind while participating in this event. I have read the RULES & REGULATIONS, understand them and agree to abide by them. I understand that any disregard for these rules may result in disciplinary action up to and including immediate expulsion from the event with no refund and being banned from future events.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Waterford Heritage Days 2019

## Food Vendor Rules and Regulations

**Friday, July 19**                      **3pm - 8pm**

**Saturday, July 20**                      **10am - 8pm**

**Sunday, July 21**                      **11:30am - 5pm**

**RAIN OR SHINE**

**Call for Applications.** Fort LeBoeuf school groups, organizations and other Fort LeBoeuf School District area non-profits are invited to apply to vend food items at Waterford Heritage Days Arts & Crafts Show to be held on the grounds of Waterford Borough's Gazebo and ball parks. The Arts & Crafts Show is the focus of Waterford Heritage Days, a three-day event featuring various entertainment and where businesses, civic and service organizations, recreational and school groups, churches and other charitable groups will be opening up their doors and scheduling activities and events to increase public awareness of their important work. Thank you for your interest.

### SHOW RULES AND REGULATIONS FOR FOOD VENDORS

**Qualifications.** The application deadline is May 1 or when the spaces are full. Food vendor spaces are limited. Non-profit school and booster organizations, churches and other Fort LeBoeuf School District area non-profits will be given first choice. Returning vendors will be given preference. Any remaining spaces will be filled with commercial food vendors at the sole discretion of the Waterford Heritage Days committee.

**Jurying.** The committee must approve all menus. No two vendors will be permitted to offer the same main menu items. Once vendors have submitted their menu and have been approved, they may not change their menu without prior approval from the committee. Applicants will be notified of their acceptance, rejection or wait status. Those not accepted will be notified by email. Once vendor spaces are full, applications will continue to be juried, and approved applications will be placed on a waiting list. Enclose a large, self-addressed, stamped envelope with the application for the return of the jury notification if you haven't provided an email.

**Sales Tax.** Any person or other entity that sells products subject to sales tax in Pennsylvania is required to register for a Sales Tax license before selling any products subject to the tax. To apply for a Pennsylvania tax number, visit the Pennsylvania Department of Revenue <http://www.pa100.state.pa.us/>

**Spaces.** Spaces are 12' wide by 20' deep on grass along the south side of the gazebo park. You will be assigned your own numbered space(s). Booth locations are not guaranteed and while every effort will be made to accommodate special requests, final space assignments will be laid out and assigned based on the Waterford Heritage Days committee's discretion. It is the exhibitors' responsibility to provide their own display equipment (tent, chairs, tables, etc.). Only a limited number of spaces with electrical access will be available to food vendors. Food vendors should bring their own electrical box early Friday morning as the electrician will be on hand to hook them up to the main power. Spaces cannot be shared. Tents must be in good condition and secured. Food vendors agree to occupy their space and remain open during all three days during show hours, unless they are sold out of product. Upon request, valid photo identification must be presented.

**Set-up.** Food vendors may set up on Friday between 8:00am and 2:00pm. No vehicles in the parks. You may park along the south side of the gazebo park, directly behind your tent. Two (2) vehicles ONLY per space are permitted to allow adequate parking for each group. You should bring sawhorses with signs or other means to block off your parking spaces. Each vendor will receive two (2) parking passes per space that MUST be displayed at all times on any vehicle parked behind their tent. If there are more than two (2) vehicles per space per group, you will be asked to remove one. Any vehicle without a parking pass displayed will be asked to move. Refusal to move when asked will result in an infraction and disciplinary action against the group. If you lose a pass during the event, contact the organizer for a replacement. Please be considerate of other groups.

Your booth should be open at the starting time each day and ready to sell. All tents and display units must fit within the space provided. Tents may extend to the south up to the parking area, but if your tent will occupy more than 12' frontage to the park, you will be required to reserve another space. A maximum of two (2) spaces will be allowed for a total of 24' frontage. Exhibitors may leave their tents and displays up overnight; however, it is recommended that all merchandise be removed from the display overnight. Although there will be patrols on Friday and Saturday night, that does not guarantee the safety of your merchandise. If you choose to leave your merchandise in the parks overnight, you will do so at your own risk. If you choose to set your tent up on Thursday evening, realize that there will be no patrols that night and you will be doing so at your own risk.

**Temporary Food License.** The Department of Health will be on-site on Friday around Noon for inspections and issuance of temporary food licenses. You must prominently display your Temporary Food License at all times during the event.

The Erie County Department of Health changed the process for obtaining a temporary food license. All forms must be filled out by each vendor and returned to the Food Vendor Chairman no less than 3 weeks prior to the event accompanied by a check for \$80. Checks should be made payable to ECDH. It is your responsibility to ensure that your forms are filled out completely and are submitted on time along with your check for the correct amount. Failure to do so will result in a failure to obtain your license and you will not be able to participate in this year's event.

**Tear-down.** Vendors may tear down starting at 5:00pm on Sunday. You must take all unsold merchandise with you when you leave. Please bring your own trash bags for inside your booth. Note that littering could also subject you to a Borough citation. You must leave your booth space(s) in the same condition that it was before your arrival. Small trash (food, beverage/snack containers, etc.) is to be placed in the trashcans and/or dumpsters provided or taken when leaving.

**Not Permitted.** Exhibitors are not permitted to have any pets, animals, or open containers of alcohol in the Borough parks.

Church services are held at the gazebo on Sunday morning. Vendors may not sell or commence any activity during church services. This rule is strictly enforced. Booths must be closed and tables covered until the service is over. NO EXCEPTIONS.

The Waterford Heritage Days Committee reserves the right to refuse exhibition of any item or group items and/or refuse entrance to or evict a vendor/exhibitor for improper conduct and/or violation of these rules, with no refund.

Fort LeBoeuf Historical Society  
C/O Waterford Heritage Days  
PO BOX 622, Waterford, PA 16441  
Food@WaterfordDays.com  
<http://www.waterforddays.com>